

*Jenna Overbury* VA

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VIRTUAL ASSISTANT & SOCIAL MEDIA MANAGER





I'm Jenna and as well as being a VA, I'm a military wife and mum to 2 young boys, so I am used to thinking on my feet and organising my days down to the last minute!



After working in administration and customer service roles for 17 years, becoming a Virtual Assistant was the next logical step in my journey. I set up Jenna Overbury VA in February 2021 and I've never looked back! I absolutely love my job, I love the satisfaction of ending a busy day, knowing my work is done and it's done well. Not to mention the fact that it is perfect for working around my crazy life!"



# - Services -

## **Administration**

Email Management

Calendar Management

Diary Management

Client & Supplier Communication

Errands

Research

Data Entry

Spreadsheet Management

Proofreading

Newsletters

## **Social Media Management**

Content & Graphic Creation

Scheduling

Research

Engagement

Growth

Hashtag Research

## **Lifestyle Assistance**

Booking Appointments

Researching Holidays

Gift Shopping

Event Planning

**If You Can't See The Service That You Require, Get In  
Touch To Discuss**



# What My Clients Say

"Jenna has worked with me as my Virtual Assistant at Freshbat since September 2021 and I couldn't recommend her enough to anyone who needs help staying on top of their admin. She is super responsive, helpful, patient, highly organised and efficient - all the things you need in an excellent VA. She has also very quickly got to grips with all the systems and processes we use without being at all phased.

Jenna is one of the key reasons I've been able to develop my business consistently and quickly without burning out and she fits seamlessly into our team. There's no one I'd recommend more to sort out all your admin woes!"

- Catherine Storey -

"Jenna and I have been working together for a while now and I couldn't be without her! Jenna is extremely creative and is always up to the challenge of a new project. Jenna is friendly, helpful and supportive. A fabulous VA who will be an asset to any business."

- Melanie Poole -



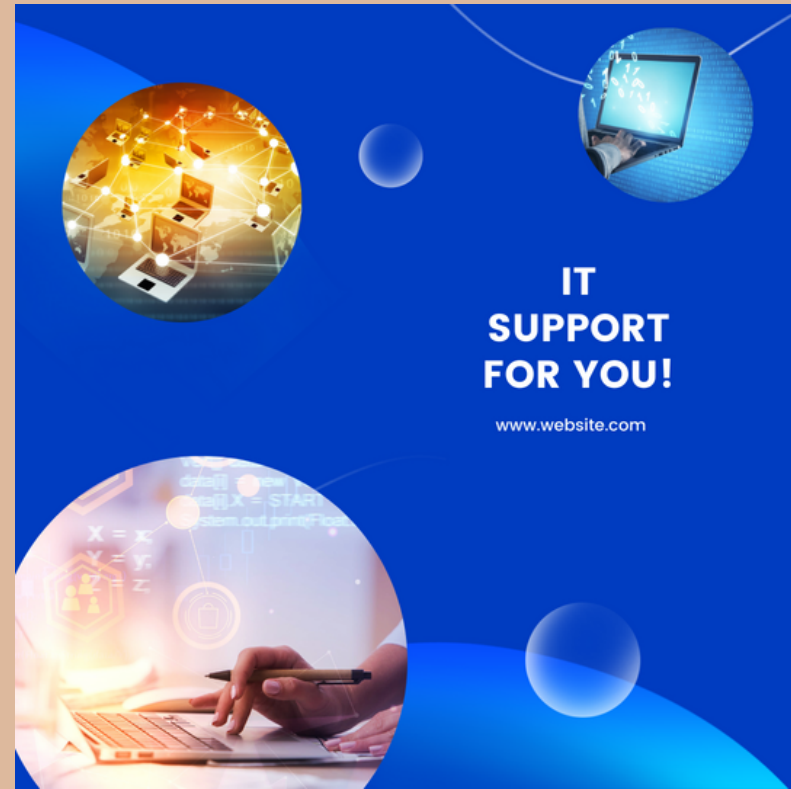
"Jenna is fab! Such a lovely person and is a great VA. Jenna is helping me in my business at the moment and is super helpful, friendly and nothing is EVER too much hassle! I'm really enjoying working with her. She's always happy to roll up her sleeves and does everything with a smile. I highly recommend her."

- Karen Ritchie -

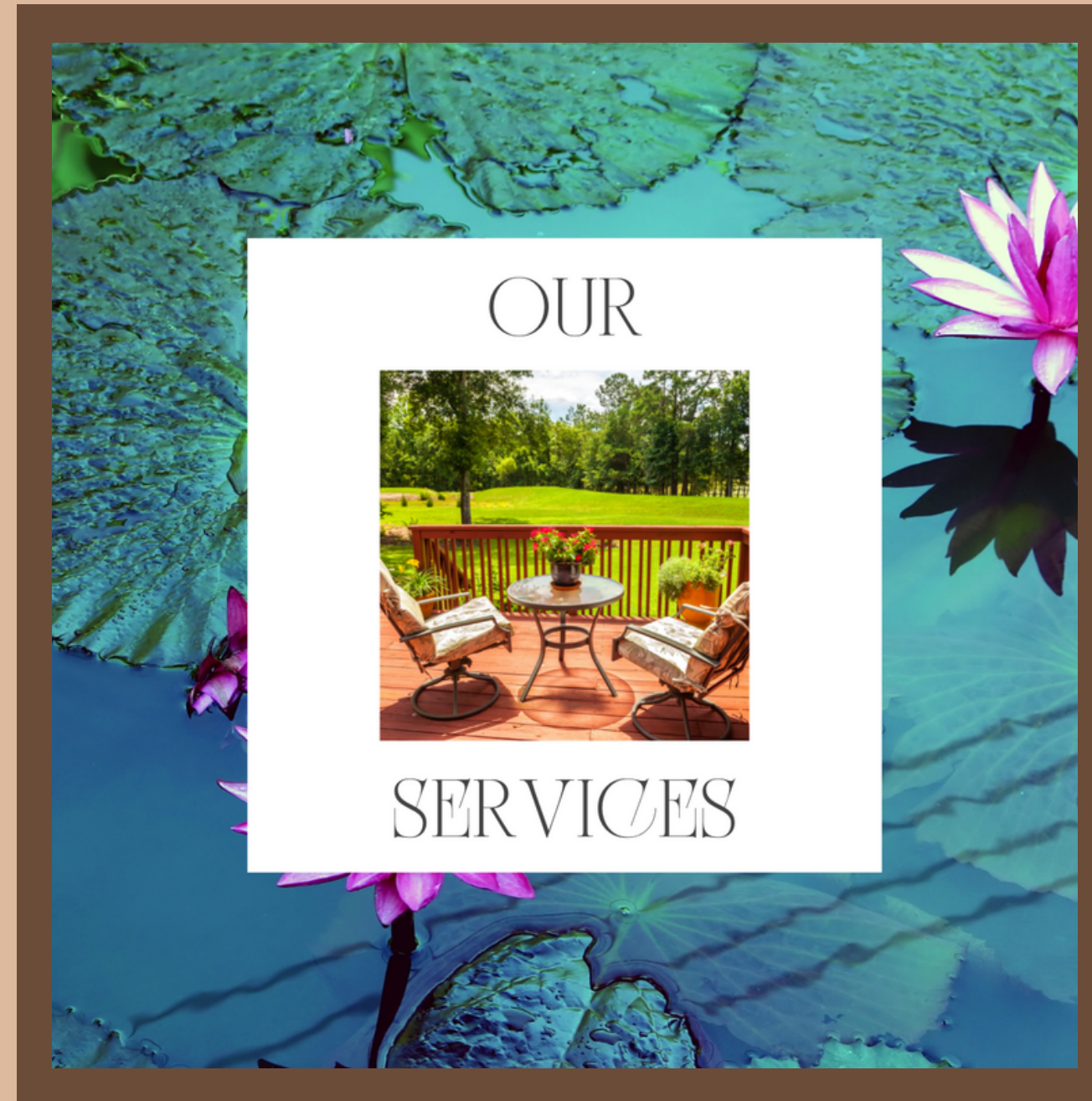
"Asking Jenna to work with me has lifted a weight off my shoulders and made growing my business a possibility! She is so understanding and easy to work with. Jenna really listens to a brief and completes it with great detail very promptly. She has fabulous communication skills and can adapt to changing situations in a calm manner."

- Hazel Weyman -

# Samples



Looking For A Little Bit Of Luxury?





# Get in touch

EMAIL

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WEBSITE

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